

**Phoenix Program
Process Definition – HRMS-PAY**

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| Process | <i>Transfer Employees – Receiving Company</i> |
| Process Number | <i>Pay 0106—Revised 4/09/01</i> |

Description of Process

This processis used to transfer employees to a different Company

Input to Process

Notification from Human Resources of an employee transfer

Output of Process

Employee expenses and balances are recorded properly for GL and tax purposes.

Service Level Agreement Required? (if yes, provide a brief description)

No

PeopleSoft Panel Groups being Used

| Function | Panel Group |
|--|----------------------------|
| Compensate Employees-Maintain Payroll Data U.S.-Use | Employee Tax Data |
| Compensate Employees-Manage Payroll Process U.S.-Inquire | Paycheck Summary |
| Compensate Employees-Manage Payroll Process U.S.-Use | Payline with Security |
| Compensate Employees-Maintain Payroll Data U.S.-Inquire | Savings Bonds Activity Log |
| Compensate Employees-Maintain Payroll Data U.S.-Use | Additional Pay |
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Business Process Description

| Process Description | Responsibility (Company/Centralized) |
|---|---|
| Step 1 Payroll will receive notification of transfer from Human Resources. | Company |
| Step 2 Navigation: Go, Compensate Employees, Maintain Payroll Data U.S., Use, Employee Tax Data. See Payroll Business Process Pay 0109 and Pay 0111 for detailed setup information. | Company |
| Step 3 Navigation: Go, Compensate Employees, Manage Payroll Process U.S., Use, Payline, If this is a mid-period transfer between Companies the losing Company will be taking the appropriate deductions for the pay period. The receiving Company should go to the payline and on the Payline One Time Deduction panel indicate Deductions Taken as Deductions and Subset ID as H/I (to take only SHBP, Employer Health Insurance Cost) and Save. Payroll must review calculated check to ensure regular earnings, additional pays are correct and that no deductions or garnishments have been taken. Navigation: Go, Compensate Employees, Manage Payroll Process U.S., Inquire, Payroll Summary. If needed make any corrections required to payline and Save. | Company |
| Step 4 Navigation: Go, Compensate Employees, Maintain Payroll Data U.S., Use, General Deduction Data. Receiving Company must ensure that employee is still eligible to participate in any Company specific benefit plans or general deductions in which they were enrolled in their prior Company. Benefits and deductions are tied to the employee and move with them. If employee is no longer eligible for any Company specific plans or deductions insert a row with the appropriate end date in the panel and Save. See Payroll Business Process Pay 0110 for further information. | Company |
| Step 5 If an employee is transferred to a new Company within the benefit plan year, the State of Georgia requires that all Flex Benefits plan elections must remain in effect in the new Company regardless of whether these particular Flex benefit plans are offered in the new Company. The transferred employee will be offered the new Company benefit plans when they enroll in the next plan year. | Company |
| Step 6 Review the US Savings Bond Activity Log (located under Maintain Payroll Data U.S.) to see if there are any funds that were deducted but not yet distributed. If there are, refer to Payroll Business Process Pay 0115 (step 17). | Company |
| Step 7 Navigation: Go, Compensate Employees, Maintain Payroll Data U.S., Use, Additional Pay. If the employee has Additional Pay not authorized by the Receiving Agency scroll on the outer scroll bar to the Additional Earnings Code, insert a row on the inner scroll bar and enter the end date. Save the panel. | Company |
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Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):

Process Signoff

Tested By
Date Tested